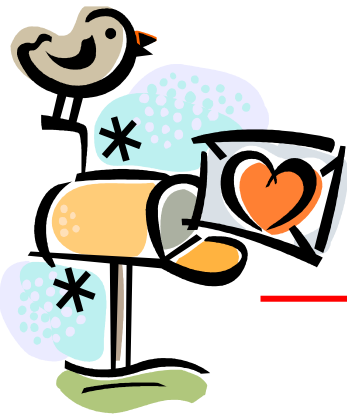


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FRIENDLY LETTER

Tips for Parts of a Letter

- Include the five parts in your friendly letter:
 - o The date tells when the letter was written.
 - o The greeting is a way to say hello.
 - o The body is the main part of the letter.
 - o The closing is a way to say good-bye.
 - o Your name tells who is writing the letter.

- Ask yourself, "Does my letter have the correct information in each part?"

